

CERTIFICATE NUMBER:
REPORTING PERIOD:

COUNTY OF PLACER

Revenue Services
11582 B Ave.
Auburn, CA 95603
(530) 889-7786
E-MAIL: Revserv@placer.ca.gov

TRANSIENT OCCUPANCY TAX RETURN
TAX IS DUE IMMEDIATELY FOLLOWING THE CLOSE
OF THE REPORTING PERIOD SHOWN.

INSTRUCTIONS

1. **EVEN IF THERE IS NO TAX DUE, A TAX RETURN MUST BE FILED EACH REPORTING PERIOD.**
 2. **DELINQUENT DATE** is the last day of the month following the close of the reporting period.
 3. **PENALTY:** If paid within 30 days after delinquent date add 10% to amount of tax due (line 4). If paid more than 30 days after the delinquent date add 20% to amount due.
 4. **INTEREST:** In addition to above penalty, add 1.5% (.015) per month, or fraction thereof, to amount of tax due (line 4).
 5. **REMITTANCE.** Checks, cashier's checks, and money orders accepted by Revenue Services are subject to collection and do not constitute payment until cleared.
 6. **CHANGE OF ADDRESS OR OWNERSHIP** must be reported immediately to Revenue Services.
 7. **IF BUSINESS IS SOLD OR SUSPENDED,** the final return and payment shall be sent immediately to Revenue Services.
 8. **NUMBER OF RENTAL UNITS/DAYS AVAILABLE:**
This number is derived by multiplying the number of units available for rent times the number of days in the reporting period.
(i.e., 10 units X 92 days = 920 Unit/Days available.)
 9. **NUMBER UNIT/DAYS OCCUPIED:** This number requires an auditable record of the number of units actually rented each day during the reporting period.
EXAMPLE: 10 units available - Day 1-5 units occupied; Day 2-10 units occupied; Day 3-7 units occupied. Continue this method through the end of the reporting period. The unit/days occupied will then be the arithmetical total of the number of units occupied each day.
- NOTE:** When any occupancy unit is rented more than 1 time each day, then the actual number of times is to be recorded and counted as a separate occupancy.

**COUNTY OF PLACER TRANSIENT
OCCUPANCY TAX RETURN TAX IS DUE
IMMEDIATELY FOLLOWING THE CLOSE
OF THE REPORTING PERIOD SHOWN.**

PLEASE BE SURE TO COMPLETE AND SIGN THE TAX WORKSHEET ON REVERSE

11582 B Ave.
Auburn, CA 95603

Change Service Requested

MAKE CHECK PAYABLE AND REMIT TO:

County of Placer
Revenue Services
11582 B Ave.
Auburn, CA 95603



CERTIFICATE NUMBER:

ACCOUNT:

REPORTING PERIOD:

TAX RETURN MUST BE FILED EVEN THOUGH NO TAX IS DUE

1	GROSS RENTAL INCOME	\$
2	EXEMPT-ROOMS OCCUPIED MORE THAN 30 DAYS	\$
3	TAXABLE RECEIPTS (line 1 less line 2)	\$
4	AMOUNT OF TAX DUE (10% OF 3)	\$
5	PENALTY (See No 1 of Instructions)	\$
6	INTEREST (See No 2 of Instructions)	\$
7	TOTAL AMOUNT DUE (lines 4 to 6 inclusive)	\$
8	Are rental receipts under this certificate number ever reported by another individual(s)	YES NO <input type="checkbox"/> <input type="checkbox"/>
9	NUMBER OF RENTAL UNIT/DAYS AVAILABLE DURING THIS REPORTING PERIOD (See No 8 of Instructions)	
10	NUMBER OF UNIT/DAYS OCCUPIED DURING THIS REPORTING PERIOD (See No. 9 of Instructions)	

ITEMS 1 THROUGH 10 MUST BE COMPLETED BY ORDER OF THE TAX ADMINISTRATOR.

(Retain this portion for your records)

(Please return this portion with your remittance)

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ACCOUNT:

REPORTING PERIOD:

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By signing this worksheet I certify that it is an accurate return and that I am authorized to complete this worksheet on behalf of the certificate holder.

Signed _____

Print Name _____

Title _____ Date _____

Address _____

City, State, Zip _____

Account Name:

☐ Check if new address

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